POLICY FOR THE DEVELOPMENT OF AGENCY STRATEGIC IT PLANS

PURPOSE

To set forth a policy governing the development of strategic information technology (IT) plans at the agency level in South Carolina State government and to set forth also the manner in which those plans will support the principles established in the Statewide Strategic IT Plan. This policy is established in recognition of the fact that:

Section 11-35-1580 (g) of the South Carolina Code of Laws charges the Division of the State Chief Information Officer (CIO) with the responsibility of developing a statewide plan governing the management and use of IT within South Carolina State government.

Section 11-35-1580 (f) of the South Carolina Code of Laws further charges the CIO with developing policies for the management of IT in State government.

In order for State government as an enterprise to reach the goals set forth in the Statewide Strategic IT Plan, the agencies comprising State government must develop their own strategic plans in support of the principles established in the statewide plan.

DEFINITIONS

1. **Statewide Strategic IT Plan** – the plan, adopted by South Carolina State government on April 21, 2005, and updated annually, governing the management and use of IT throughout South Carolina State government. The plan can be found on the CIO's Web page.

2. **Agency Strategic IT Plan** – a strategic IT plan developed by an agency setting forth the agency's goals and objectives for the use of IT for a three-year period. (Please be advised that an Agency Strategic IT Plan is separate and distinct from the planning document agencies submit to the CIO in October of each year.)

3. **Key Result Area** – a strategic goal established by the Statewide Strategic IT Plan. The Statewide Strategic IT Plan contains five key result areas.

4. **Annual IT Plan** – this is the planning document agencies submit to the CIO in October of each year to request approval for the procurement of specific items of information technology.

SCOPE

This policy applies to State agencies and institutions having: (1) 50 or more employees, or (2) total annual budgets in excess of $5,000,000. Legislative agencies are exempt from this policy.

BACKGROUND

In compliance with Section 11-35-1580 (g) of the South Carolina Code of Laws, the CIO organized an effort in FY 2004-05 to develop a statewide plan for the management and use of IT within South Carolina State government. This was accomplished through planning conferences held with the State's senior business managers and agency IT directors. In October 2004, a session was held with the State's IT directors to discuss issues and to propose specific goals and measures to be included in the statewide plan. In November 2004, a second group, this one representing agency senior executives, met to review the goals and measures

offered by the IT directors and, at the same time, identify the strategic business directions of the State. Using input from both of these groups, an IT plan for the State was drafted by the CIO and sent to all agencies for their review and comment. In February 2004, after all agency comments had been received, a third session, comprised of representatives of the first two sessions, was held to draft a final plan. On April 21, 2005, a final plan was adopted. That plan, the Statewide Strategic IT Plan, can be found on the CIO's Web page.

ADOPTION OF FIVE KEY RESULT AREAS

Central to the Statewide Strategic IT Plan are five Key Result Areas judged by participants in the aforementioned sessions to be of critical importance in meeting the State's overall business goals in the coming years. These five Key Result Areas are listed below:

1. Continuously Improve Constituent Services

2. Accurately Collect, Maintain and Exchange Information

3. Actively Manage IT Resources and Infrastructure

4. Coordinate IT Investments

5. Secure the State's Information and Resources

STRATEGIC PLANNING AT THE AGENCY LEVEL

The participants at the planning conferences were in agreement on two other major issues regarding IT planning within State government:

First, in order to ensure that IT decisions at the agency level are in complete support of the directions set by each agency's senior management, it was recommended that all agency IT departments be required to develop their own Agency Strategic IT Plan, based on the agency's overall business plan. The creation of an Agency Strategic IT Plan that supports the specific goals, objectives and mission of the agency is of primary importance.

Second, in order to ensure that Agency Strategic IT Plans are in full support of the statewide strategies, it was further recommended that Agency Strategic IT Plans be based also on the principles set forth in the Statewide Strategic IT Plan and reviewed once a year by a special committee. It was felt that, only by showing a clear relationship between planning at these two levels, could the South Carolina State government enterprise as a whole be assured that its overall IT strategies are being applied consistently across all agencies. This special committee will be composed of members of the State's Architecture Oversight Committee.

POLICY

All agencies falling within the scope of this policy shall develop an Agency Strategic IT Plan in accordance with the principles set forth below and submit this plan to the CIO for review by July 1, 2006.

Agency Strategic IT Plans shall be updated at least every three years beginning on July 1, 2007. Modifications to an agency plan can be made at any time. Copies of revised plans shall be submitted to the IT Planning Office.

There is no prescribed format for an Agency Strategic IT Plan, but each plan must clearly show how it supports some or all of the Key Result Areas set forth in the Statewide Strategic IT Plan. The plan must also support the

goals and objectives specific to the mission of the agency as defined by senior management in the agency's overall business or strategic plan.

IT Planning requests submitted by agencies to the CIO in October of each year shall indicate clearly how the technology being requested is in support of the Agency's Strategic IT plan. The CIO will evaluate agency IT planning requests on this basis.